

Utility Locator/Inventory Specialist/Warehouse Storekeeper

The City of Highland seeks qualified applicants for the full-time position of **Utility Locator/Inventory Specialist/Warehouse Storekeeper**. Primary responsibilities include responding to requests for J.U.L.I.E locates and marks locations of Electric & Fiber utility lines by required deadlines; corrects/updates information on City's Electric utility maps; loads/unloads and moves materials in warehouse; updates and maintains inventory system records; organizes and maintains stock for departmental operations.

A High School diploma or equivalent is required. Previous Utility experience is a plus as is experience with Inventory Management Software. Candidates must have basic knowledge of electric distribution system components as well as have intermediate knowledge of MS Office and mobile computing devices. Candidates must be able to stand and walk for prolonged periods of time (all weather conditions) as well as have ability to lift 50lbs or greater on a regular basis, use hand tools, forklifts, and other material handling devices. A valid Driver's License is required. Residency within 12 miles of Highland City Hall is required within (1) year of hire.

If you meet the qualifications outlined above please complete an application (applications can be picked up at City Hall or located on City website) no later than Friday, March 13, 2015 to: City of Highland, Attn: Director of Human Resources, P.O. Box 218, Highland, IL. 62249. EOE.